

Agency/Division:

Personnel Area Code:

Requested Effective Date:

NOTE: Normally the effective date should be the date of the Commission meeting.

**Requested Percent
Adjustment:**

Type of Adjustment:

☐ Lump Sum

☐ Base Pay

1. Please provide employee information below.

Employee Name		Job Title	
Employee Personnel Number		Pay Level/Range	
Employee's Annual Salary	\$	Level of Work on Job Specification	

2. What are the additional duties?

3. Has the job description been updated?

4. Were any duties removed to facilitate this new duty? If so, which ones?

5. Will the duties be permanent or temporary?

6. What percentage of time are the additional duties allocated?

7. Would you consider the duties to be lower, higher, or the same level as the duties performed in the current job?

This may include an assessment from the employee's manager. If a delegated agency, a HR assessment must be included.

8. Does this result in some savings for the agency? If so, how? What are the projected dollar savings?

9. Will the employee have to learn new skills and/or competencies? If so, please explain.

10. Many jobs evolve over time, due to procedural differences and technology changes. How are these additional duties different from a natural evolution of the job?

Example: Administrative Assistants have historically produced correspondence for their bosses. As recently as fifteen years ago, this was mostly done with a typewriter. Today, however, typewriters are essentially obsolete. An administrative assistant is still an administrative assistant, regardless of the method used to produce correspondence.

11. If this request is for an adjustment over 7%, what is your rational business reason for requesting a higher amount?

12. If this request is for an employee who is an administrator or higher, please describe how these duties are outside of the scope of the position.

13. Has the employee received an Optional Pay adjustment before? If so, please list dates and reasons.